

GLOSSARY OF FREQUENTLY USED TERMS AND ACRONYMS

ARM- Administrative Rules of Montana

AWACS- Agency Wide Accounting and Client System. This non MMIS system is used by the DDP to enable billing and payments, as well as maintain client demographic information.

CFR- Code of Federal Regulations

C&F Providers- These are DDP-funded agencies providing services to children in home settings. C&F providers employ Family Support Specialists. The FSS functions as the waiver-funded children's case manager (see FSS, below). FSS's may also provide Program Design and Monitoring Services, if the additional qualified provider standards for this service have been met.

Child- A person either enrolled in or seeking waiver-funded services.

Client- A child enrolled in the waiver.

Consumer- Same as a client, service recipient or a child enrolled in the waiver.

CPS- Child Protective Services

DD- developmental disability, or, developmental disabilities

DDP- Developmental Disabilities Program of the Disability Services Division of the Department of Public Health and Human Services of the State of Montana.

E&D Providers- DDP-funded providers of evaluation and diagnostic services. The E&D providers establish if a child is eligible for the Children's Autism Waiver based on a diagnosis of ASD and qualifying adaptive behavior scores.

FSS- Family Support Specialist. This position is responsible for providing Waiver-funded Children's Case Management (WCCM). The FSS with an Autism Endorsement may also provide Program Design and Monitoring services.

GF- State general funds

ICP- Individual Cost Plan. This document is a summary of the DDP-funded services, costs, units of service, funding sources and other information related to AWACS billing and payments. This document is the annual summary of DDP-funded services as approved by the child's planning team at the IFSP meeting.

IEP- Individual Education Plan. This is the school public education planning document summarizing the goals, objectives and other school-funded activities planned for the child's school year.

IFSP- Individualized Family Service Plan. This is the waiver-funded plan of care document, developed by a waiver-funded children's case manager (WCCM), also referred to as a Family Support Specialist. Services and supports paid under the waiver are referenced in the IFSP. The IFSP is also referred to as the plan of care (POC). The IEP and IFSP may be combined once per year at the request of the parent and with the cooperation of the school district. This option helps ensure optimal service coordination.

ISR- Individual Service Record. This document opens service recipients in AWACS. It is also used to document changes in service status.

IR- Incident report

LTCPEA- Long Term Care Patient Evaluation Abstract. A form documenting the brief medical history of the client, completed onsite by a Registered Nurse.

MEDS- Medicaid Eligibility Disability Services process. MEDS reviews are performed by an SSA contracted service provider. The contract is designed to shorten turn around times for a Medicaid eligibility determination. A Public Assistance Bureau MEDS Guide was developed specific to the Children's Autism Waiver, to ensure that parents have the information they need to ensure a timely SSA Medicaid eligibility determination.

MPQHF- Mountain Pacific Quality Health Foundation, also, The Foundation. DDP contracts with the Foundation for the provision of RNs, for the purpose of completing initial LOC medical forms, including the LTCPEA and the Waiver-1 Medical Needs form.

OHCDs- Organized Health Care Delivery System- A provider designation enabling an enrolled Medicaid provider delivering at least one Medicaid service to subcontract with a qualified provider, in accordance with the terms of a written agreement. DDP designates providers as OHCDs, in the DDP provider contract.

PERM- Payment Error rate Measurement System, implemented by CMS.

Plan of Care (POC)- The same thing as the waiver-funded IFSP.

QAOS sheet- Quality Assurance Observation Sheet. This document is used as part of ongoing DDP QIS quality assurance efforts with DDP-funded service providers. The QAOS sheet is used to negotiate the corrections of findings, in accordance with agreed upon time frames.

QAD- Quality Assurance Division of DPHHS. QAD audit staff performs SURS reviews.

QIS- A DDP Quality Improvement Specialist. The QIS is a state employee working in a DDP field office. Primary responsibilities outlined in the waiver include the implementation of quality assurance activities, the development of written quality assurance reports, and responsibility for level of care activities.

QP- Qualified Provider

SABHRS- Statewide Accounting, Budgeting & Human Resource System

SSA- Social Security Administration

SURS- Service Utilization Review System, conducted by QAD staff. This review validates the billing and payment methodologies.

Service Recipient- A child receiving waiver-funded services.

Treatment Plan- This document consists of written training protocols and procedures designed to ensure quality and consistency in the training provided by the waiver-funded Children's Autism Trainer. The treatment plan may also provide guidance to others who live with or work with the child. The treatment plan is based on the training goals and objectives approved by the planning team at the IFSP meeting. The development of the treatment plan is the responsibility of the staff person providing waiver-funded Program Design and Monitoring services.

WCCM- Waiver-funded Children's Case Management (WCCM). This service is provided by a Family Support Specialist (FSS).

WL- Waiting list for waiver services.